



PRESIDENT'S CABINET MEETING

February 9, 2021

Via Zoom

Attending: Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Ms. Teresa Walker, Ms. Kelli Conley, Dr. Greg Randall, Mr. Jason Cannon, Mr. Don Roden, Mr. Randy Maltbie, Ms. Tina Simons

Convened 2 p.m.

Old Business

1. Enrollment Update
 - Spring enrollment is currently 84% of where it needs to be to be equal to Spring 2020 enrollment. Enrollment for the Alabama Community College System as a whole is at 87% of Spring 2020. There is still an opportunity to increase enrollment during the Spring Mini II term.
 - Marketing is working on publishing the Mini II course schedule as an insert in the Sand Mountain Reporter.
 - Counselors Day was held Tuesday. Fifteen counselors registered, but only eight attended.
2. McCain Update (Capital Projects Update)
 - The construction crew finished up gym floor. All three sports – men and women's basketball and volleyball - have played on the floor. Dr. Whitmore reported that the student athletes love it, and he is excited about debuting the new floor to the public.
 - Whitmore updated the Cabinet on the athletic spectator policy due to COVID-19 restrictions.
 - An inspection on the McCain Center is scheduled for tomorrow morning. The crew has brick installation almost complete on three sides of the building. Delivery of the new windows has been delayed due to issues from the COVID-19 pandemic, but the delay hasn't slowed down the work. The roof installation has been completed, and the drywall has been added inside. The project is still on target for an April/May completion date.
3. Sentinel/GuideSafe Testing
 - Mr. Cannon reported that the testing is still going on and is scheduled for Mondays from 9 a.m.-1 p.m. He said an average of three to four employees are testing each Monday, but so far no students have elected to have the testing.

New Business

1. CARES Act Fund Purchases

- Mr. Maltbie and Ms. Simons shared information regarding the CARES Act Fund purchases. Mr. Maltbie is with the Alabama Community College System Office.
- The allocation for the 2020 CARES Act funds included \$619,000 for distribution to students and \$619,000 to be used for institutional purchases related to COVID-19. Additional funds were allocated by ACCS for specific project.
- The allocation for the 2021 CARES Act includes \$619, 000 to be distributed to students and \$2 million to be used for institutional purchases. Before those allocations can be distributed, the Business Office will need to review the stipulations dictating the allocation.
- Snead State has a total of \$2.6 million to spend for institutional purchases, which includes allocations from the 2020 CARES Act that have not yet been spent and the 2021 allocation. The purchases must be tied to COVID-19 needs, and the funding can't be applied to something previously budgeted for prior to the pandemic.
- Mr. Maltbie and Mr. Cannon led discussion on ideas for projects for technology and non-technology needs as well as the type of projects that funding has been allocated for throughout the system. A majority of projects already funded have been technology-based.
- ACCS has asked for a budget on spending the remaining CARES Act funds. The budget needs to be submitted as soon as possible.
- Project requests should be submitted to Ms. Simons along with justification as to how the projects relate to needs arising from the COVID-19 pandemic.

2. ASPIRE Update

- Dr. Whitmore reported that the System office is in the process of issuing an RFP for Phase 2 of the ASPIRE plan.
- Under Phase 2, the College has to compile a lot of information, but most of the information has been collected already for a separate request from Chancellor Baker. The information has to be compiled into the proper format.
- Chancellor Baker is currently reviewing the submissions for Phase I, which he is reviewing alphabetically by college. Dr. Whitmore said the College may have to edit Phase 1 of the College's plan once the review is complete.

3. SACSCOC Institutional Teach-Out Plan

- Dr. Whitmore led discussion on a new requirement for SACSCOC accreditation compliance, which is part of the College's probation and is required by the Department of Education.
- The College's probation is due to a need to better address item 8.2 Student Outcomes in the monitoring report. The College has engaged a consulting firm based in Florida to provide guidance and oversight to the College on developing a monitoring report to best document how the College is complying with 8.2 Student Outcomes.
- Mr. Scott and Dr. Randall discussed ideas on how to handle the reporting moving forward, in terms of workload and preparation.

4. Open Discussion

- Dr. Whitmore led discussion regarding the Spring Commencement Ceremony. He asked the Cabinet to consider how the College should conduct the ceremony in keeping with COVID-19 procedures. He is currently lining up a commencement speaker.



PRESIDENT'S CABINET MEETING

March 30, 2021

Attending: Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Ms. Teresa Walker, Ms. Kelli Conley, Dr. Greg Randall, Mr. Jason Cannon, Mr. Don Roden, Mr. Michael Gibson

Convened 3 p.m.

Old Business

1. SACSCOC Update
 - Michael Gibson led discussion about the SACSCOC 10-year Reaffirmation in 2024. The deadlines for documentation fall within 2023.
 - He shared a timeline of reaffirmation and of QEP dates identified by SACS and dates that the College has set to comply with the SACS deadlines.
 - The QEP report will follow a separate process based on the College's ongoing planning.
 - Mr. Gibson outlined the duties and members of the SACSCOC Steering Committee.
 - Data that is currently being compiled for the 8.2.a Monitoring Report will be updated and applied to the Reaffirmation Report.
 - The Cabinet agreed to add a Student Services representative to the Committee.
 - Mr. Gibson reviewed with the Cabinet a list of SACSCOC Standards, including core requirements. The College already has a solid foundation of data for most of the standards that can be updated for the Reaffirmation.
 - Dr. Whitmore added that the College received a letter from SACSCOC stating the College's Teach Out Plan was accepted.
2. ASPIRE Update
 - At the President's Meeting last Thursday, the Chancellor announced a two-week extension in the submission of the Phase II report. The deadline is now April 30.
 - Cabinet members will be tasked with updating the Phase I report based on feedback received.
3. Enrollment Update
 - Credit hours for the spring semester is 18,653, which is about 83.3% of last year's enrollment. Headcount for the spring semester is 1,879, which is about 85.8% of last year's enrollment.

- Spring enrollment system-wide is about 83% of last year's enrollment. The college that have recorded increases in enrollment are Jeff State, Enterprise, and LBW.
 - Mr. Cannon reviewed enrollment data he'd collected.
 - Summer registration opens at midnight.
 - Mr. Cannon encouraged the Cabinet to begin promoting fall registration.
 - Academic achievement scholarship applications have closed, but applications for other scholarships are still being accepted.
4. McCain Update
- Most of the brickwork is done on the outside, and most of the sheetrock is up on the inside. The windows are expected to be delivered any day. The furniture is expected to be delivered June 1. The elevator is also being installed.
 - A plan for moving into the building this summer still needs to be developed.

New Business

1. President's Meeting
 - Dr. Whitmore reviewed the topics of discussion during the meeting, include ASPIRE, CARES funding and other initiatives.
2. SACSCOC 8.2.a Monitoring Report
 - Melissa Rice, Mr. Scott and Dr. Randall are putting in a lot of time in developing the Monitoring Report.
 - Dr. Randall provided an updated on the CTE portion. Each Career Technical program developed two-five learning outcomes, and the consultant reviewed and provided feedback for editing. April 15 is the deadline for the programs to have the final outcomes and documentation submitted for review and formatting prior to submission. Submissions will be in a pdf stacked format.
 - Mr. Scott reviewed the procedure for documenting the student learning outcomes. The deadline to submit the documentation is April 8. He informed the Cabinet the changes in the reporting process for 2019-2020 and for 2020-2021.
3. Commencement
 - Commencement is set to be held outdoors at the Sand Mountain Park Amphitheater. The College has an indoor location reserved as a back-up in case of inclement weather.
 - Dr. Whitmore is still trying to confirm a Commencement speaker.
 - The ceremony will begin at 6 p.m.
 - Last year's graduates were invited to participate. About 15 have responded that they will participate.
 - Mr. Cannon reviewed the plans for the ceremony. Instead of a rehearsal, the Commencement committee will host an instructional meeting via Zoom and record the meeting for graduates who aren't able to log in during the scheduled time.

- The ceremony will be livestreamed.
4. Summer and Fall Reopening Plan
 - The summer plan has to be submitted tomorrow. The College is planning to operate as normal for the summer, which already had a lot of instruction held online.
 - Dr. Whitmore reviewed ideas for the fall reopening plan, including reopening the dorm and cafeteria.
 - TRIO will not be using the dorm this summer, and the Alabama School of Gospel Music will not be held this summer. Athletics will also not hold any overnight camps.
 5. Open Discussion
 - Dr. Whitmore reported on the audit results. The College received three findings dealing with Financial Aid, and they were considered non-material. Appropriate measures are being taken to make sure the findings are corrected and will not occur again.
 - Mr. Roden announced that the College will soon have a new phone system, and the network and switches are being revamped to expand the wireless coverage on campus.



PRESIDENT'S CABINET MEETING

May 12, 2021

Attending: Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Ms. Teresa Walker, Ms. Kelli Conley, Dr. Greg Randall, Mr. Jason Cannon, Mr. Don Roden

Convened 9 a.m.

Old Business

1. SACSCOC Update

- Dr. Randall, Ms. Melissa Rice and Mr. Scott have been coordinating the work to complete the SACSCOC report. A consultant is assisting with the process and has brought some good ideas to the table. The report is due first week in August.
- Mr. Scott reported that the academic programs data for the 2019-2020 academic year has been gathered, committees are working on compiling data from the 2020-2021 academic year. The timeline for the committees to complete this work is by end of June.
- Dr. Randall reported that the compilation of the 2019-2020 academic year data for career and technical programs is complete. Documents went out a week ago for committees to begin compiling the data for the 2020-2021 academic year. He anticipates the data collection will be completed well before deadline.
- Ms. Rice is developing the narrative. The College sent excerpts of the narrative to the College's SACSCOC vice president for feedback, and it's been positive.
- Dr. Whitmore is finalizing committee appointments to prepare the fifth-year report. Once those are finalized, he will send out a letter to notify the committee members.

2. ASPIRE Update

- The College submitted Phase 2 two weeks ago to the System office. The System office will evaluate the plan and use information from each College to determine funding allocations. Phase 2 involved the submission of a plan for a capital project to help the College meet the goals and priorities identified in Phase 1.
- The Cabinet agreed to send an electronic copy of the College's ASPIRE plan to all of the stakeholders who worked to compile it. The stakeholders may request a hard copy of the plan as well.
- The College's Phase II proposal was for a career and technical center to be built on the campus of Marshall Technical School. The proposal asks for System funding of \$12

million of the \$21 million project. Dr. Whitmore said if the request is approved, the remaining funding would come from other outside sources as well as reserves that were not needed for the renovation of the McCain Center.

3. Enrollment Update

- Mr. Cannon shared an enrollment report with the Cabinet. Summer enrollment is currently tracking at 88 percent of last summer's total.
- A drop for non-payment was done last week, and another will be done the first week of classes.
- Fall registration for dual enrollment students opened this week, and registration for returning students will open June 10. Preliminary assessments show a drop in admission applications for the fall, especially for first-time freshmen, and this is a trend that is showing with most ACCS colleges.
- Parson Days new student orientation will be held the week of July 19.

4. McCain Update

- The target move-in date is still on for July, and the offices should be open and operational in the renovated facility by the fall semester.
- Dr. Whitmore updated the Cabinet on plans to move the offices into the McCain over the summer.

New Business

1. Commencement Debriefing and Make-up Ceremony

- The College has scheduled a make-up ceremony for Sunday, the 23rd, after receiving 53 positive responses to a survey expressing a desire among graduates to have the make-up.
- About 40 graduates were able to cross the stage to receive their diplomas before inclement weather interrupted the ceremony. About 30 students who picked up their caps and gowns did not show up for the ceremony.
- The makeup ceremony will be held at 3 p.m. in the Bevill Center.

2. 2021 Virtual Institute on Quality Enhancement and Accreditation

- The dates for the Virtual Institute are July 19-22, 2021.
- Advisement process will be the central idea for the new QEP.
- Cabinet members should submit names, emails, cell numbers, and respective roles at the College of any employees who wish to attend. They should also include whether or not the employees have ever attended an institute before. These should be submitted to Mrs. Conley by the end of the day on May 13.
- Ms. Conley will send a link to the schedule for Cabinet members to share with interested employees.

3. SACSCOC Visit

- Dr. Whitmore recommended the consultant come in August after the report has been submitted and help to prepare the College team for the upcoming SACSCOC visit. The Cabinet agreed.

- Dr. Whitmore announced his plans to form a committee to plan for the visit. Preliminary committee members are Lindsey King, Don Roden, Dack Phillips, and Kelli Conley. Others will be added as needed.
4. Faculty Hires
- Several faculty positions have been posted, and Mr. Scott reported that the response has been great with the exceptions of instructors for computer science and religion and philosophy.
 - Mr. Scott said the timeline to have the finalists' names to the Dr. Whitmore is by the end of May or early June.
5. Open Discussion
- Dr. Whitmore will send an announcement campus wide recognizing recent retirees with a notice that something more formal will be planned for the retirees during fall convocation.
 - Ms. Walker said plans have changed for a countywide job fair that was originally scheduled for September at Sand Mountain Park. Because of the governor's announcement to cut off unemployment benefits in relation to COVID-19 by the end of June, Ms. Walker said local industries have requested the job fair be moved up to the end of June. Ms. Walker said she still needs to talk over details with Dr. Whitmore and confirm date availability with Sand Mountain Park.
 - Mr. Roden announced that a fiber upgrade on campus will begin soon.
 - Ms. Conley announced her retirement on May 31 after 33 years at Snead State. She will return after July 4 in a part-time capacity as Development Coordinator as well as assisting in the President's Office.
 - Mr. Cannon announced that there were face masks left over from commencement, and he will email the campus to let them know they can pick up one if they want.
 - Mr. Cannon also reported that Student Services ordered "Snead Bound" yard signs for incoming freshmen and/or their families to pick up and place at their homes. The signs are available today for pick up in the ASC center.
 - Mr. Roden said he has 45 laptop bags for employees who would like one. The bags will be given on a first come, first serve basis.



PRESIDENT'S CABINET MEETING

July 14, 2021

Attending: Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Ms. Teresa Walker, Dr. Greg Randall, Mr. Jason Cannon, Mr. Don Roden

Convened 2 p.m.

Old Business

1. SACSCOC Update
 - Dr. Whitmore reported on the status. He said he feels positive on the progress.
 - Dr. Randall provided an update on the career technical portion, and Mr. Scott provided an update on the academic transfer portion.
 - The document is due in a month.
 - The SACSCOC visiting team will be on campus in September. The consultant will be on campus in August.
2. Enrollment Update
 - Mr. Cannon shared information regarding summer and fall enrollment.
 - Mr. Cannon shared details about ACCS Chancellor Baker's enrollment challenge for fall. The System will award \$350,000 to the college with the highest percentage increase over Fall 2020 in one of four categories: total headcount, total credit hour production, total number of first-time freshmen, and percentage of students from FA2020 FTF Cohort that either graduated or return during FA 2021.
 - Mr. Cannon said employees will be asked to hand out magnets with the academic calendar printed on them within the community.
3. McCain Update
 - Dr. Whitmore reported on the progress. Due to delays, he recommended pushing the opening of McCain back to September.
 - The Cabinet discussed the pros and cons of delaying the opening of McCain.
 - The Cabinet agreed to postpone the building's reopening so as not to rush the process.

New Business

1. Welcome Back Week
 - Dr. Whitmore reviewed plans for Convocation week Aug. 16-19.
 - On Monday will be the Welcome Back Breakfast at 8:30 a.m. During this time, service pins will be awarded to faculty and new hires and recent retirees will be recognized.
 - On Tuesday will be the Convocation meeting with Dr. Whitmore presenting the State of the College address, and Chris Talley will be the guest speaker. A presentation about United Way will also be given.
 - On Thursday evening from 5-7 p.m. will be a picnic for all employees and their families. Hamburgers and hotdogs will be served. Live music and outdoor games will be provided. No formal agenda is planned for this event.
2. Open Discussion
 - Dr. Whitmore discussed new signage for the campus. The Cabinet agreed to not have wayfaring signs since each building will have its own sign with the proper 911 address listed.
 - The wayfaring sign in the front lobby of the Admin is being replaced with a digital signage that can be updated as needed.
 - Mr. Roden updated the Cabinet on the installation of the new phone system. The College will be able to cut its costs with the current phone system in half. He estimates the implementation to be within a month.
 - The Cabinet voted to cancel the College's membership with the Enrollment Advisory Board.
 - Ms. Walker updated the Cabinet on plans for the upcoming Job Fair. As of today, 38 vendors have reserved booths with seven of those being Snead representatives. She anticipates having about 50 vendors. Several advertising avenues are being utilized to draw in attendees.



PRESIDENT'S CABINET MEETING

August 6, 2021

Attending: Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Ms. Teresa Walker, Dr. Greg Randall, Mr. Jason Cannon, Mr. Don Roden

Convened 10 a.m.

New Business

1. COVID-19 Protocols
 - Dr. Whitmore reviewed a memo from ACCS regarding COVID-19 protocols and hosting a COVID vaccination clinic.
 - The Cabinet agreed to name Amanda Gunnels as the employee liaison and Brittany Goble as the student liaison for any COVID reports.
 - Ms. Smith will develop a communication outlining the protocols for fall and send it out to the Cabinet for review by Monday.
 - The Cabinet decided to host the vaccination clinic on Thursday, Sept. 9, in the gym or Bevill Center. Mr. Scott will contact vaccine providers. The Cabinet also discussed incentives for anyone receiving their vaccine at the clinic.



PRESIDENT'S CABINET MEETING

September 16, 2021

Attending: Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Ms. Teresa Walker, Dr. Greg Randall, Mr. Jason Cannon, Mr. Don Roden

Convened 2 p.m.

Old Business

1. Enrollment Update
 - Mr. Cannon shared the latest enrollment numbers from this morning.
 - The fall headcount as of Wednesday morning is 2,149, and credit hours total 21,592. This is an increase over the fall 2020 semester.
 - The fall Mini II course schedule insert will be placed in the Saturday edition of the Sand Mountain Reporter.
 - Mr. Cannon discussed the trend among the different student types as well as how the Colleges are doing with the Chancellor's Challenge for fall enrollment.
 - Mr. Cannon and Ms. Smith shared information about a mailout of the spring schedule to households within the service area.
2. McCain Update
 - The building is 99 percent done. There's one piece that goes on the front and the back that has to be complete and in place before it's complete and we can get a certificate of occupancy from the state.
 - A move-in date has not yet been scheduled, but it will be a staggered move.

New Business

1. Debriefing on SACSCOC Special Committee Visit
 - The Committee approved our report with no recommendations. The approval will be finalized by the SACSCOC board at the meeting in December. The Committee concluded the site visit a day early.
 - The SACSCOC annual meeting will be virtual, and registration will open next week.

- The SACSCOC consultant will continue to work with the College as we prepare for the 10-year reaffirmation.
- Mr. Scott suggested since the annual meeting is virtual, the College could register additional people who wouldn't have been attending the in-person meeting but who would be able to attend a virtual meeting. Dr. Whitmore agreed and said we would need to check on any caps on the number of attendees.

2. Open Discussion

- Dr. Whitmore led discussion about the development of apprenticeships with local industries. One apprenticeship has been established with Alatrade, and two students will be taking advantage of that. Mr. Cannon described the process of releasing student information needed by the companies without violating FERPA regulations.
- Mr. Cannon provided clarification and explanation on the College's policy in terms of enrolling international students.
- Mr. Cannon shared with the Cabinet that the College is a sponsor for the Covered Bridge Festival, and as part of that, the College can have one cook team to enter. The event is Saturday, Oct. 9. The deadline to submit the team is Sept. 24.
- Ms. Smith asked for suggestions of people who can represent the College by attending the Albertville High School Hall of Fame luncheon on Friday, Oct. 15.
- Mr. Roden discussed a new sound system for the Health Sciences auditorium to provide better capability for conducting classes and meetings in the auditorium.



PRESIDENT'S CABINET MEETING

October 27, 2021

Attending: Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Ms. Teresa Walker, Mr. Jason Cannon, Mr. Don Roden

Absent: Dr. Greg Randall

Convened 2 p.m.

Old Business

1. Enrollment Update
 - Mr. Cannon reported that 79 students were dropped for non-payment for the Mini II term.
 - He reported the College is in a good position within the system. Seven schools are ahead of Snead State in enrollment. All schools within the system have had a positive increase in enrollment with the exception of two.
 - Mr. Cannon reviewed numbers for student types from the last three years.
2. McCain Update
 - The final inspection is scheduled for Friday morning. After the inspection, a punch list will be developed for the State DCM. Dr. Whitmore said he didn't anticipate any items on the punch list that would prevent the College from receiving a certificate of occupancy.
 - Dr. Whitmore updated the Cabinet on the move-in schedule.
 - A grand re-opening and ribbon cutting is being planned.

New Business

1. Marketing Mailouts
 - The Cabinet discussed continuing the course schedule mailout or the course schedule inserts in the newspapers.
 - The Cabinet agreed to continue the mailout and increasing the total number of pages by four or eight to include more articles and photos, and then focus more on the fall. They agreed to

have the mailout sent prior to Parson Days. They opted to stop the newspaper inserts except for the summer, and then only have the schedule for the full semester inserted.

2. Commencement

- Mr. Cannon discussed date options and locations for the ceremony.
- The Cabinet agreed to move the ceremony back to campus instead of reserving an off-campus facility.
- The event will be at 6 p.m. on Thursday, May 12.

3. Open Discussion

- Dr. Whitmore provided an update on news from the System office.
- Mr. Cannon shared that the Miss Alabama Volunteer and Volunteer Teen pageant requested the College be a sponsor and provide a scholarship similar to what the College does with the Miss Harvest Festival pageant. The Cabinet agreed to offer the scholarship.



PRESIDENT'S CABINET MEETING

December 15, 2021

Attending: Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Ms. Teresa Walker, Dr. Greg Randall, Mr. Jason Cannon, Mr. Don Roden

Convened 3 p.m.

Old Business

1. Enrollment Update
 - Mr. Cannon reviewed the enrollment status. For credit hour production and headcount, the College is about 64 percent spring 2022 versus spring 2021.
2. McCain Update
 - There is still a punch list to be completed of some minor details, but this item will not be a recurring item on the agenda after this meeting.

New Business

1. Open Discussion
 - Mr. Cannon provided information about TargetX. Progress on the implementation has been slow. Snead State is in the next cohort for implementation. Admission applications will be moved to TargetX, and any prospect lists the College may purchase can be added into TargetX for recruiting/marketing purposes. This product will be geared toward admission and enrollment.
 - Dr. Whitmore thanked everyone for their work in preparing the ASPEN prize submission.
 - Dr. Whitmore said he anticipates Chancellor Baker to make an announcement about ASPIRE before Christmas.
 - Dr. Whitmore reviewed the status of the College's work for the SACSCOC reaffirmation. There are some substantive change requests that will need to be addressed beginning in January. Another objective to be completed is the employment of an Institutional Research coordinator, per a recommendation from SACSCOC.

- The vacancy for Vice President of Academic Affairs has been posting, and the job posting ends today.
- The Marketing Department will be the point of contact with the System office for the community involvement/community service plan. The System has asked for a minimum of one spring and one fall event, but the plan can include several events.
- Mr. Roden led discussion about the three landlines that run to the dorm. He recommended only keeping the one that operates the fire alarm. Dr. Whitmore wants to confer with Paul Gore to make sure the other two landlines are not necessary before the College moves forward with cancelling the two landlines.
- Ms. Walker told the Cabinet that nine students are currently enrolled in the apprenticeship program.